

## **Preparing for your Subordinate Unit Inspection (SUI) - 18 JAN 2014**

Welcome to the Inspectors General, Subordinate Unit Inspection (SUI) program. The SUI program is outlined in CAPR 123-3.

The By-laws of the Civil Air Patrol authorize the assessment of Civil Air Patrol Units. Items subject to review include, but are not limited to the following:  
Implementation of policies, procedures and regulations, management of personnel, corporate resources, CAP programs, compliance with CAP directives, financial management and controls, accounting and general fiscal responsibility.

The SUI program is really a commanders program. Commanders at each level, with the support of their Inspector General, are ultimately responsible for the success of this program. CAP members involved in the CAP program are responsible for understanding and complying with CAP directives and ensuring all programs are performed in a safe manner. Safety and security of CAP property and personnel is everyone's responsibility.

The Inspector General and inspection team members at all levels have a duty to take immediate action (up to and including stopping operations) to prevent personal injury, damage to equipment, or the release of classified information should a potential/actual safety issue or security violation be observed.

CAP/IG's will inspect each CAP unit every 36 months (not to exceed 39-months). SUIs are not considered complete until the SUI report is written which can take up to 45 days after the completion of the SUI. Any unit that exceeds 39 months without a compliance SUI will be prohibited from participating in any CAP activities until a successful SUI is completed. Waivers to exceed the 39 month maximum without restrictions being placed on the unit must be approved by the CAP/IG and the CAP-USAF/IG. Any excess interval between SUIs beyond 39 months will be subtracted in computing the next SUI due date.

Subordinate units will conduct a self-inspection (SI) in the intervening years between SUIs. This self-inspection will occur in the 12th and 24th month following the unit's last SUI. The self-inspection will be conducted using the most current SUI Guide published by National Headquarters (NHQ). Subordinate units will forward a report of the results of the self-inspection to the Wing Inspector General (IG) within 30 days of completing the self-inspection.

The IG will publish an inspection schedule and it will be displayed on the wing web site under the Inspectors General section. Unit Commanders are responsible to advise the Wing IG of any problems or conflicts with scheduling far enough in advance to allow for travel and other planning but not later than 3 months prior to the scheduled inspection. Remember, weather will factor into travel when doing inspections around the state. Snow storms are always a hazard that the IG and inspection teams do not want to contend with. However, it is understood that CAP is a volunteer organization and situations may arise with Unit Commanders and IG inspectors which could affect a unit's inspection. Every effort should be made to comply with the 3 month schedule after the published date of inspection as it is

required by regulation. Any unit receiving an unsatisfactory grade will receive a second inspection within 180 days of the original inspection.

All units will use the applicable inspection guide for their inspection. The CT Wing website <http://www.ctwg.cap.gov/inspector-general.html> Inspector General page contains basic IG program information and the links to the NER and NHQ IG websites that have the most current guides and references available. However, if for any reason the CT Wing website is down, here is the NER IG website: [http://www.ner.cap.gov/staff/staff\\_ig.php](http://www.ner.cap.gov/staff/staff_ig.php) and the NHQ IG website: [http://members.gocivilairpatrol.com/cap\\_national\\_hq/inspector\\_general/](http://members.gocivilairpatrol.com/cap_national_hq/inspector_general/) as a source for IG information and an up to date inspection guide.

Unit Commanders will ensure that all questions on the SUI Guide/questionnaire are answered properly by the personnel assigned to the appropriate sections of the SUI. This information should be prepared electronically using the SUI Guide in an MS Word format with hard copies prepared in a 3-ring binder with a tab for each section of the SUI Guide. This binder will be present for the inspection and becomes a unit artifact for ongoing use for both SUIs and SIs. Make certain that supporting documents are present for inspection by the IG inspectors where required. Failure to have such documentation will result in an unsatisfactory grade for that section and could affect the unit's overall grade. A copy of the completed SUI Guide and mandatory responses to previous discrepancies will be provided to the Wing IG, by e-mail, 30 days before the unit's inspection.

It is IMPORTANT to provide all the information required within the SUI Guide. If a question is answered with a "Yes" or "NO", explain your answer with a brief statement. If a unit does not have an aircraft or vehicle, simply place an "N/A" in the heading for that tab.

If the unit does not have a staff officer assigned to a section of the SUI report (i.e. safety, communications, etc.), then the commander is responsible for answering those questions for that tab.

Remember, the IG is there to help you as a commander and to ensure you are doing what is necessary to be successful in your command. Your success makes our Connecticut Wing successful over all! Should you have questions, contact me and discuss them before your scheduled SUI.

V/R,

Maj Rob Roy

CTWG/IG